

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Aug 6, 2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Media Placement Technologies	
Advertiser:	Lager/R/LtGovernor	
Invoice #	932637	Net Invoice Amount
Invoice Date		Amount Paid
		Adjustment to Gross Billing \$430
		Adjustment to Net Billing \$ 365.50
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 7/23

M-F 6a-7a= 1x @ \$565 Lur L2 \$550 total rebate \$15

M-F 5p-530p= 1x \$400 Lur L3 \$300 total rebate \$100

M-F 5p-530p= 1x @ \$600 Lur L2 \$550 total rebate \$50

M-F 6p-630p= 1x @ \$800 Lur L2 \$650 total rebate \$150

M-F 630p-7p= 1x @ \$865 Lur L2 \$750 total rebate \$115

Revised invoice required?

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

Updated 03/15/12

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date: Aug 6, 2012
 Station: KMBC
 Sales Region: NATIONAL
 Agency: Media Placement Technologies
 Advertiser: Lager/R/LtGovernor

Drop Down
 Drop Down

Invoice #: 933563 Net Invoice Amount:

Invoice Date: Amount Paid:

Adjustment to Gross Billing \$1,245

Adjustment to Net Billing \$ 1,058.25

AE Name: Meredith Thompson

SM Name: Tony Kim

Reason for DEBIT/CREDIT: POLITICAL RATE ADJUSTMENT

(Field Required - must use drop down list)

EXPLANATION (Please explain in detail):

LUR for the w/o 7/23

M-F 6a-7a= 4x @ \$565 Lur L2 \$550 total rebate \$60

M-F 5p-530p= 2x @ \$600 Lur L2 \$550 total rebate \$100

M-F 6p-630p= 4x @ \$800 Lur L2 \$650 total rebate \$600

M-F 630p-7p= 4x @ \$865 Lur L2 \$750 total rebate \$460

Sun 6a-7a= 1x @ \$175 Lur L2 \$150 total rebate \$25

Revised invoice required?

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

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Input to Wide Orbit on: by

Updated 03/15/12

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Aug 8,2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Media Placement Technologies	
Advertiser:	Lager/R/Lt Governor	
Invoice #	933563	Net invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$ 50.00
	Adjustment to Net Billing	\$ 42.50
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 7/30

M-F 630p-7p = 1x @ \$575 Lur L2 \$525 total rebate \$50

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

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Updated 03/15/12